

SUBMITTALS

**Requirements to start
construction**

WebCM Submittal Register

WebCM Instructions

WebCM Guidance

Requirements to start construction



- **Submittals that are required before construction start.**

- **Within 10 days of Delivery Order award**

- Surety bonds (Payment & Performance)
 - Certificates of insurance

- **Before Pre-con meeting**

- List of proposed subcontractors
 - Schedule of values

- **During Pre-con meeting**

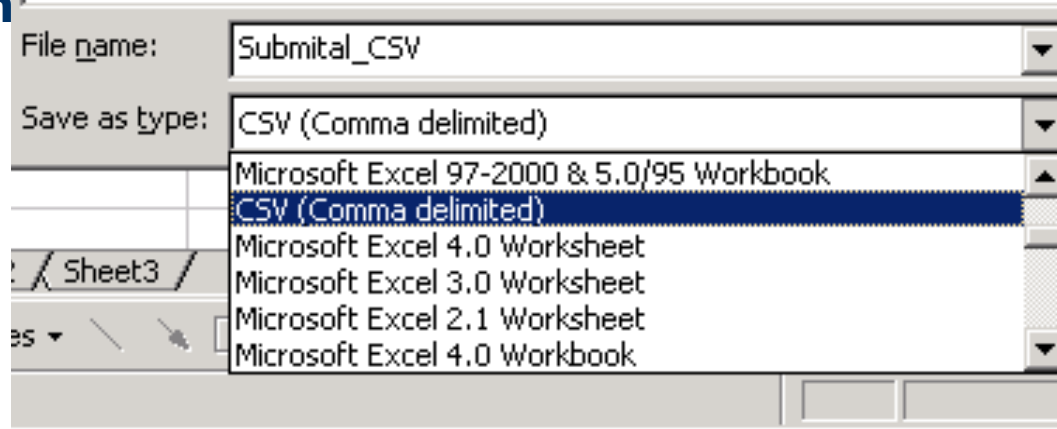
- Health and safety plan
 - Quality control plan
 - Environmental protection plan
 - Work plan

- **Submittal register**

WebCM Submittal Register



- **Provided before or at the Pre-Construction (Pre-con) meeting.**
 - Spec. & Tech. text file
 - Excel .CSV template file
- **Required data: *All fields must have data.**
 - **Activity ID (use 000 if Activity ID is unknown/not used)**
 - Determined by contractor's Primavera activity tracking code
- **Save file in the CSV (comma delimited) format.**
 - **Do not use CSV (Microsoft) or CSV (MS DOS) format**

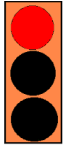


WebCM Submittal Register

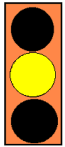


- **Upload Submittal Register into WebCM.**
- **Common Errors that prevent upload:**
 - Alpha characters in paragraph number field
 - Extra spaces and commas
 - Cut & Pasted data
- **Government approves submittal register**
- **Begin submittal process**
- **Samples and non-digital submittals (Mock-ups, material, etc.)**
 - **Submit cover letter that includes all pertinent information**
 - Shipping tracking #
 - Digital photo
 - Local base policies

WebCB Instructions

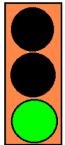


•**Step 1 Create CSV file from government submittal registers.**



•**Step 2 Upload CSV file into WebCM.**

***Government approves submittal register**



•**Step 3 Begin submittal process.**



Contact the Ordering Officer to resolve errors.

WebCM Guidance



PrimeContract PRIMAVERA

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Personal View | Projects | Search

Project Tree

Search

Advanced...

- INAVFAC Internal Training Project 2
- Reports
- Project Summary

INAVFAC Internal Training Project 2

Enterprise View > INAVFAC Internal Training Project 2

[NAVFAC Enterprise Folder](#)

[Add Files](#) | [Create a new folder](#) | [Add Other ...](#)

Type	Info	Name	Size	Functions
Folder	i	01. Correspondence	7 Items	
Folder	i	02. Daily Reports	15 Items	
Folder	i	03. Submittals	3 Items	
Folder	i	04. Requests For Information	3 Items	
Folder	i	05. Invoices/Payrolls/Labor Interviews	16 Items	
Folder	i	06. Schedules	3 Items	
Folder	i	07. Safety/Environmental	4 Items	
Folder	i	08. Photos	5 Items	
Folder	i	10. Constructability Reviews	2 Items	
Folder	i	11. Commissioning	0 Items	
Folder	i	12. Closeout	3 Items	
Folder	i	13. Reports	3 Items	
Folder	i	14. Contract Items	5 Items	

Internet

Government Submittal Register Example 1



SUBMITTAL REGISTER											CONTRACT NO.						
TITLE AND LOCATION CDF, PASS OFFICE, BUILDING D-327, AND EOC						CONTRACTOR											
ACTIVITY NO	TRANSMITTAL NO	SPEC SECT	DESCRIPTION ITEM SUBMITTED	PARAGRAPH #	GOVT OR CLASSIFICATION REVIEW	CONTRACTOR: SCHEDULE DATES			CONTRACTOR ACTION		APPROVING AUTHORITY				MAILED TO CONTR/	REMARKS	
						SUBMIT	APPROVAL NEEDED BY	MATERIAL NEEDED BY	ACTION CODE	DATE OF ACTION	DATE FWD TO APPR AUTH/	DATE RCD FROM CONTR	DATE FWD TO OTHER REVIEWER	DATE RCD FROM OTH REVIEWER			ACTION CODE
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
		01200	SD-01 Preconstruction Submittals														
			Schedule of prices	1.3	G												
		01310	SD-01 Preconstruction Submittals														
			List of contact personnel	1.4.1	G												
		01321	SD-11 Closeout Submittals														
			Qualifications		G												
			Standard Activity Coding	1.6.2.6	G												
			Dictionary														
			Preliminary Network Analysis		G												
			Schedule														
			Network Analysis Schedule	1.7.4	G												
			Accepted Network Analysis	1.7.6	G												
			Schedule														
			Monthly Network Analysis	1.7.7	G												
			Updates														
			Summary Network	1.7.8	G												
			As-Built Schedule	1.7.9	G												
		01330	SD-01 Preconstruction Submittals														
			Submittal register	1.5.1	G												
		01450	SD-01 Preconstruction Submittals														
			(QC) plan	1.6	G												
		01500	SD-01 Preconstruction Submittals														
			Construction site plan		G												
			SD-03 Product Data														
			Backflow preventers		G												
			SD-07 Certificates														

Government Submittal Register Example 2



Spec	Section	Para #	Description	Classification	Activity ID	Submit By	Approval Needed By	Material
1200	1.3		Schedule of prices	G,,,,				
1310	1.4.1		List of contact personnel	G,,,,				
1321	1.5		Qualifications	G,,,,				
1321	1.6.2.6		Standard Activity Coding Dictionary	G,,,,				
1321	1.7.2		Network Analysis Schedule	G,,,,				
1321	1.7.4		Accepted Network Analysis Schedule	G,,,,				
1321	1.7.5		Monthly Network Analysis Updates	G,,,,				
1322	1.6.1		List of Contractors key webCM personnel	,,,,,				
1330	1.4.1		Submittal register	G,,,,				
1450	1.6		(QC) plan	G,,,,				
1500	1.3		Construction site plan	,,,,,				
1500	1.4		Backflow preventers	,,,,,				
1500	3.3		Backflow Preventer Tests	G,,,,				
1500	1.6		Backflow Tester	G,,,,				
1500	1.4		Backflow Preventers	,,,,,				
1500	1.8.2.1		Traffic Control Plan	G,,,,				
1525	1.8		Accident Prevention Plan (APP)	G,,,,				
1525	1.9		Activity Hazard Analysis (AHA)	G,,,,				
1525	1.8.1		Crane Critical Lift Plan	G,,,,				
1525	1.13		Reports	,,,,,				
1525	1.13.1		Accident Reports	,,,,,				
1525	1.13.3		Monthly Exposure Reports	,,,,,				
1525	1.13.4		Regulatory Citations and Violations	,,,,,				
1525	1.13.5		Crane Reports	,,,,,				
1525	1.13.6		Certificate of Compliance	,,,,,				
1525	1.1		Confined Space Entry Permit	,,,,,				
1572	1.3.3		Waste Management Plan	G,,,,				
1575	1.9		Environmental protection plan	G,,,,				
1575	3.6		Dirt and dust control plan	G,,,,				
1575	1.7		Storm water Pollution Prevention Plan and Erosion and sediment Control Plan	G,,,,				
1575	1.4		Laboratory analysis	,,,,,				
1575	1.5.3		Laboratory analysis	,,,,,				
1575	3.7.2		Laboratory analysis	,,,,,				
1575	1.5.1		Preconstruction survey	G,,,,				
1575	1.5.2		Solid waste disposal permit	G,,,,				



Ordering Officer is responsible for ensuring correct .CSV spreadsheet is taken from the Prime Contract Web site and provided to contractor.

Training Project 1

Search

Go

Advanced...

[INAVFAC Internal Training Project 1](#)

[Reports](#)

[Project Administration](#)

[Project Summary](#)

Enterprise View > [INAVFAC Internal Training Project 1](#) > [03. Submittals](#) > 3.1 Archived Submittals

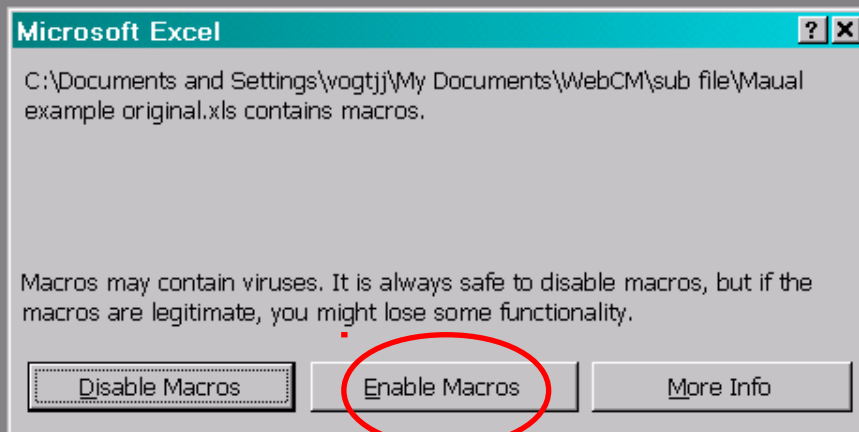
[Add Files](#)

[Create a new folder](#)

Type	Info	Name	Size	Function
		INAVFAC Internal Training Project 1 - WorkFlow Attachments - 303	3 Items	
		INAVFAC Internal Training Project 1 - WorkFlow Attachments - 55	1 Item	
		INAVFAC Internal Training Project 1 - WorkFlow Attachments - 8	1 Item	

https://app.primecontract.com/primecontract/collab?func=ll&objId=6127195&objAction=browse&sort=name

Internet



When you open the Government provided spreadsheet this screen will “pop” up. Please click on the Enable Macros button.



Microsoft Excel - received_file_03001

File Edit View Insert Format Tools Data Window Help

E27 =

	A	B	C	D	E	F	G	H	I	J
	Spec Section	Para #	Description	Classification	Activity ID	Submit By	Approval Needed By	Material Needed By		
1										
2										
3										
4										
5										
6										
7										

All data must be entered and not copied/pasted from other sources. All columns must be filled in. Column width may be changed for ease of inputting data. No Alpha characters are allowed in column B (Paragraph #). Activity ID is determined by contractor's Primavera activity tracking code (use 000 if unknown/not used).

Microsoft Excel - received_file_03001

File Edit View Insert Format Tools Data Window Help

I31 =

	A	B	C	D	E	F	G	H	I	J
	Spec Section	Para #	Description	Classification	Activity ID	Submit By	Approval Needed By	Material Needed By		
1										
2	1200	1.3	Schedule of prices	G	2010	8/9/2004	9/3/2004	9/3/2004		
3	1310	1.4.1	List of contact personnel	G	2012	7/28/2004	8/25/2004	8/25/2004		
4	1321	1.5	Qualifications	G	2014	7/28/2004	8/25/2004	8/25/2004		
5	1321	1.6.2.6	Standard Activity Coding Dictionary	G	2016	7/28/2004	8/25/2004	8/25/2004		
6	1321	1.7.2	Network Analysis Schedule	G	2018	7/28/2004	8/25/2004	8/25/2004		
7	1321	1.7.4	Accepted Network Analysis Schedule	G	2020	7/28/2004	8/25/2004	8/25/2004		
8	1321	1.7.5	Monthly Network Analysis Updates	G	2022	7/28/2004	8/25/2004	8/25/2004		

This is an example of the submittal register that has been properly completed by the Contractor. The next slides show how to send it to the Government.

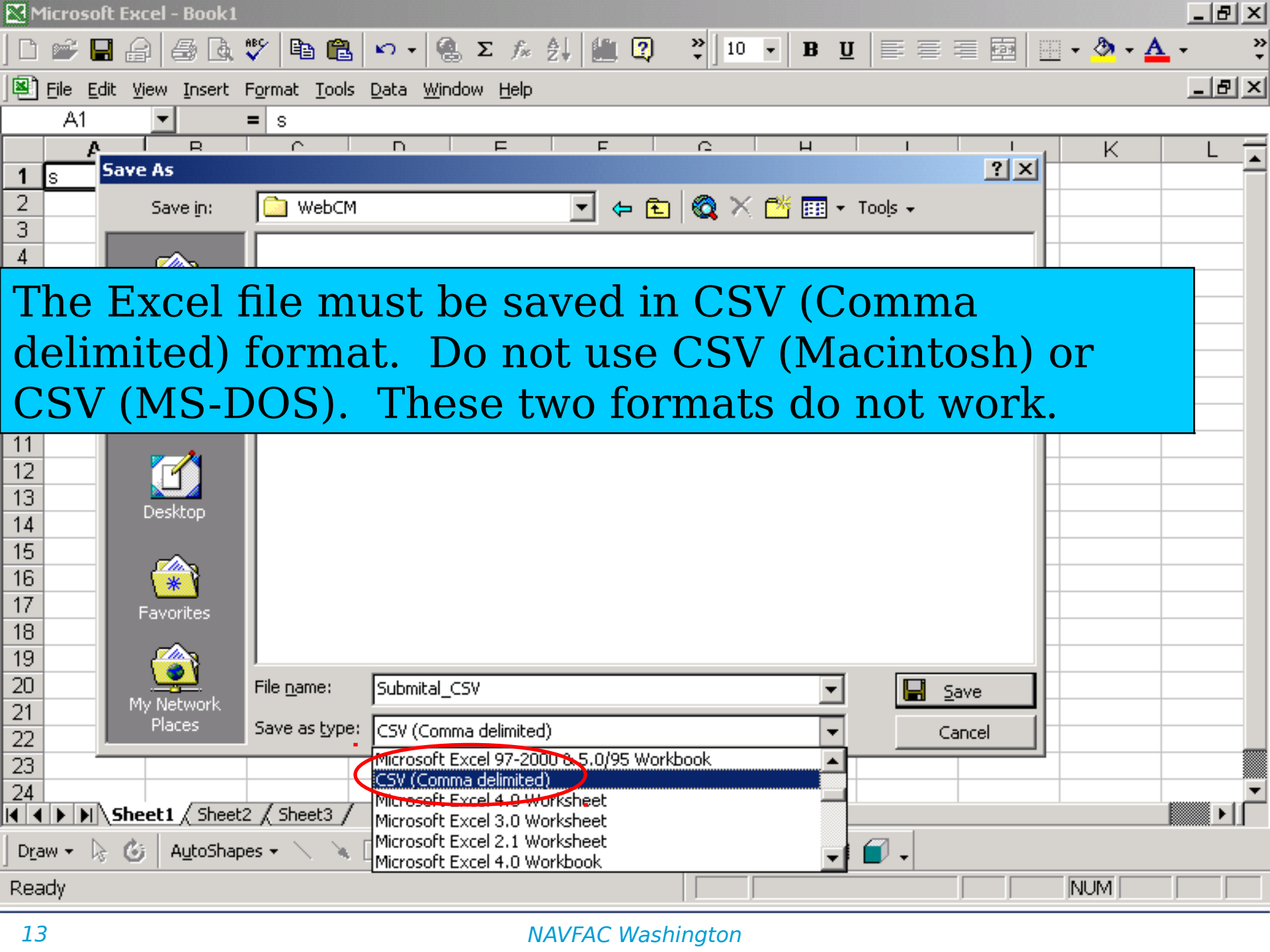
15	1500	1.6	Backflow Tester	G	2036	7/28/2004	8/25/2004	8/25/2004		
16	1500	1.4	Backflow Preventers		2038	7/28/2004	8/25/2004	8/25/2004		
17	1500	1.8.2.1	Traffic Control Plan	G	2040	8/9/2004	9/3/2004	9/3/2004		

received_file_03001

Draw AutoShapes

Ready

NUM



The Excel file must be saved in CSV (Comma delimited) format. Do not use CSV (Macintosh) or CSV (MS-DOS). These two formats do not work.

INAVFAC Internal Training Project 2 - Microsoft Internet Explorer provided by LANTNAVFAC

File Edit View Favorites Tools Help

Address <https://app.primcontract.com/primecontract/collab?func=ll&objId=5070102&objAction=browse&sort=subtype> Go Links

PrimeContract™ Personal View Projects Search ?

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Project Tree

Search

Advanced...

- INAVFAC Internal Training Project 2
- Reports
- Project Summary

INAVFAC Internal Training Project 2

Configure

Enterprise View > INAVFAC Internal Training Project 2

[NAVFAC Enterprise Folder](#)

[Add Files](#) | [Create a new folder](#) [Add Other ...](#)

Type	Info	Name	Size	Functions
Folder	i	01. Correspondence	7 Items	
Folder	i	02. Daily Reports	15 Items	
Folder	i	03. Submittals	3 Items	
Folder	i	04. Requests For Information	3 Items	
Folder	i	05. Invoices/Payrolls/Labor Interviews	16 Items	
Folder	i	06. Schedules	3 Items	
Folder	i	07. Safety/Environmental	4 Items	
Folder	i	08. Photos	5 Items	
Folder	i	10. Constructability Reviews	2 Items	
Folder	i	11. Commissioning	0 Items	
Folder	i	12. Closeout	3 Items	
Folder	i	13. Reports	3 Items	
Folder	i	14. Contract Items	5 Items	

Click on submittals

03. Submittals - Microsoft Internet Explorer provided by LANTNAVFAC

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print View Source Address <https://app.primcontract.com/primecontract/collab?func=ll&objId=5072442&objAction=browse&sort=subtype> Go Links

PrimeContract™ Personal View Projects Search ?

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INAVFAC Internal Training Project 2

Search

Advanced...

[INAVFAC Internal Training Project 2](#)

[Reports](#)

[Project Summary](#)

03. Submittals [Configure](#)

[Enterprise View](#) > [INAVFAC Internal Training Project 2](#) > 03. Submittals

[Submittal Register Approval Workflow](#) ☒ [Submittals Register Folder](#) ☒

Click on Submittal Register Approval Workflow

Size	Functions
2 Items	

Done Internet

Work Package - Microsoft Internet Explorer provided by LANTNAVFAC

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print W Address ?func=work.FrameStartTaskEdit&apid=5572259&nexturl=%2Fprimecontract%2Fcollab%3Ffunc%3DII%26objId%3D5072442%26objAction%3Dbrowse%26sort%3Dsubtype Go Links

Submittal Register Approval Workflow

Checklist	
Work Item	Finished
Overview	
General	
Attachments	<input type="checkbox"/>
Comments	<input type="checkbox"/>

Initiate

Click on Attachments in the checklists

Overview

General

Before initiating this submittal register approval process, click the links on the left to complete each of the following Work Item sections:

Attachments	Attachments enables you to reference any documents related to this submittal register. To view, add, or modify attachments, click the Attachments link on the left.
Comments	Comments enables you to review or add relevant comments related to this submittal register approval process. To review or add comments, click the Comments link on the left.

After you complete each of these sections, click the **Initiate** button on the left.

Note: Instructions for all sections are listed below. If you need to come back to these instructions at any time, click the **Overview** link on the left. Instructions specific to each section also appear when you click the section links on the left. Use these links to navigate to each Work Item section.

Attachments

In this section, add the submittal register from your local computer to PrimeContract.

To add a document from your local computer:

1. From the **Add New Item...** dropdown-list, select **Document**.
2. In the Name field, type a document a name, such as Submittal Register.
3. In the File field, click **Browse**.

Done Internet

Work Package - Microsoft Internet Explorer provided by LANTNAVFAC

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print

Address [?func=work.FrameStartTaskEdit&mapid=5572259&nexturl=%2Fprimecontract%2Fcollab%3Ffunc%3D%26objId%3D5072442%26objAction%3Dbrowse%26sort%3Dsubtype](#) Go Links

PrimeContract™ Personal View Projects Search

log out Welcome, NAVFAC Web

Click on the arrow next to Add New Item

Submittal Register Approval Workflow

Checklist

Work Item	Finished
Overview	
General	
Attachments	<input type="checkbox"/>
Comments	<input type="checkbox"/>

Initiate

Attachments

Click [here](#) for Attachment instructions.

Add item from PrimeContract...

Attachments

Add New Item...

In this section, add the submittal register from your local computer to PrimeContract.

To add a document from your local computer:

1. From the **Add New Item...** dropdown-list, select **Document**.
2. In the Name field, type a document a name, such as Submittal Register.
3. In the File field, click **Browse**.
4. Browse your hard drive for the submittal register.
5. Click **Add Item**.

After you have finished adding the attachment, click one of the links on the left:

- Click **General** to return to the main screen.
- Click **Comments** to add any comments.

Once you have completed all sections, click the **Initiate** button on the left to send the submittal register to the reviewer.

Work Package - Microsoft Internet Explorer provided by LANTNAVFAC

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [?func=work.FrameStartTaskEdit&mapid=5572259&nexturl=%2Fprimecontract%2Fcollab%3Ffunc%3Dil%26objId%3D5072442%26objAction%3Dbrowse%26sort%3Dsubtype](#) Go Links

PRIMAVERA PrimeContract™ Personal View Projects Search ?

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Submittal Register Approval Workflow

Checklist

Work Item	Finished
Overview	
General	
Attachments <input type="checkbox"/>	
Comments <input type="checkbox"/>	

Initiate

Attachments

Click [here](#) for Attachment instructions.

Attachments ▼

Click on Document.

In this section, add the submittal register from your local computer to PrimeContract.

To add a document from your local computer:

1. From the **Add New Item...** dropdown-list, select **Document**.
2. In the Name field, type a document a name, such as Submittal Register.
3. In the File field, click **Browse**.
4. Browse your hard drive for the submittal register.
5. Click **Add Item**.

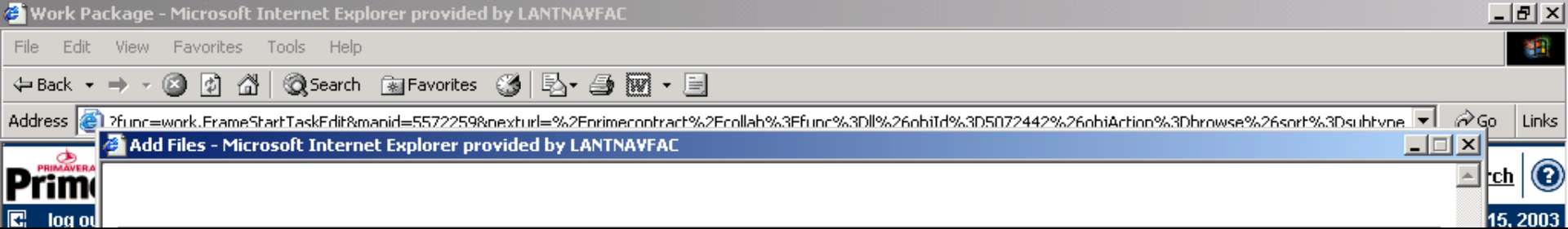
After you have finished adding the attachment, click one of the links on the left:

- Click **General** to return to the main screen.
- Click **Comments** to add any comments.

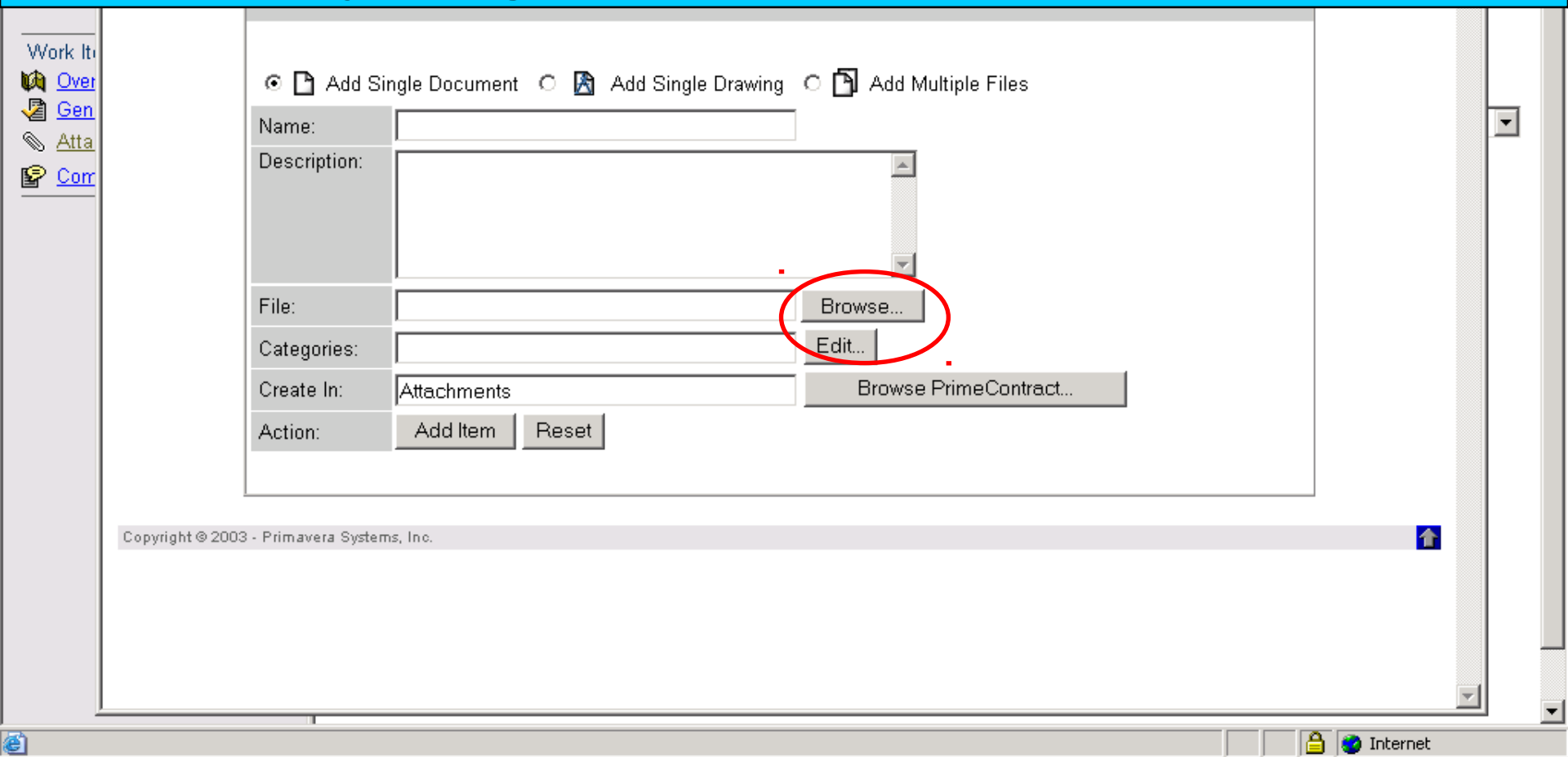
Once you have completed all sections, click the **Initiate** button on the left to send the submittal register to the reviewer.

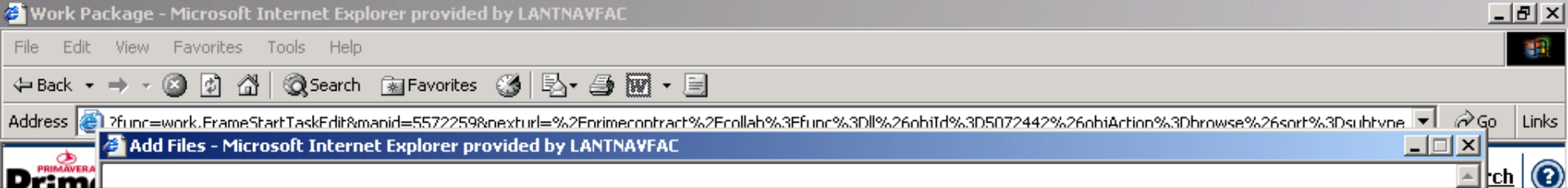
Add New Item...
Add New Item...
Alias
Compound Document
Document
Drawing
Folder
Form
Form Template
URL
Workflow Map

Internet



Click on Browse. Find the submittal register on your hard drive by using the browse function. Select the file.





After selecting the file ensure the name block has a file name and then click on the Add Item button.

Add Files

☒ Add Single Document ☐ Add Single Drawing ☐ Add Multiple Files

Name:

Description:

File:

Categories:

Create In:

Action:

Copyright © 2003 - Primavera Systems, Inc.

Work Package - Microsoft Internet Explorer provided by LANTNAVFAC

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print View Source

Address <https://app.primecontract.com/primecontractsupport/8space.gif> ?func=work.FrameStartTaskEdit&mapid=5572259&nexturl=%2Fprimecontract%2Fcollab%3Ffunc%3D%26objId%3D5072442%26objAction%3Dbrowse%26sort%3Dsubtype Go Links

PRIMAVERA PrimeContract™ Personal View Projects Search ?

log out Welcome, NAVFAC WebCM October 15, 2003

Submittal Register Approval Workflow

Checklist

Work Item Finished

Overview

Ge

Att

Co

Attachments

Click [here](#) for Attachment instructions.

Add item from PrimeContract...

Add New Item...

Size	Functions
147 KB	Download

Initiate

In this section, add the submittal register from your local computer to PrimeContract.

To add a document from your local computer:

1. From the **Add New Item...** dropdown-list, select **Document**.
2. In the Name field, type a document a name, such as Submittal Register.
3. In the File field, click **Browse**.
4. Browse your hard drive for the submittal register.
5. Click **Add Item**.

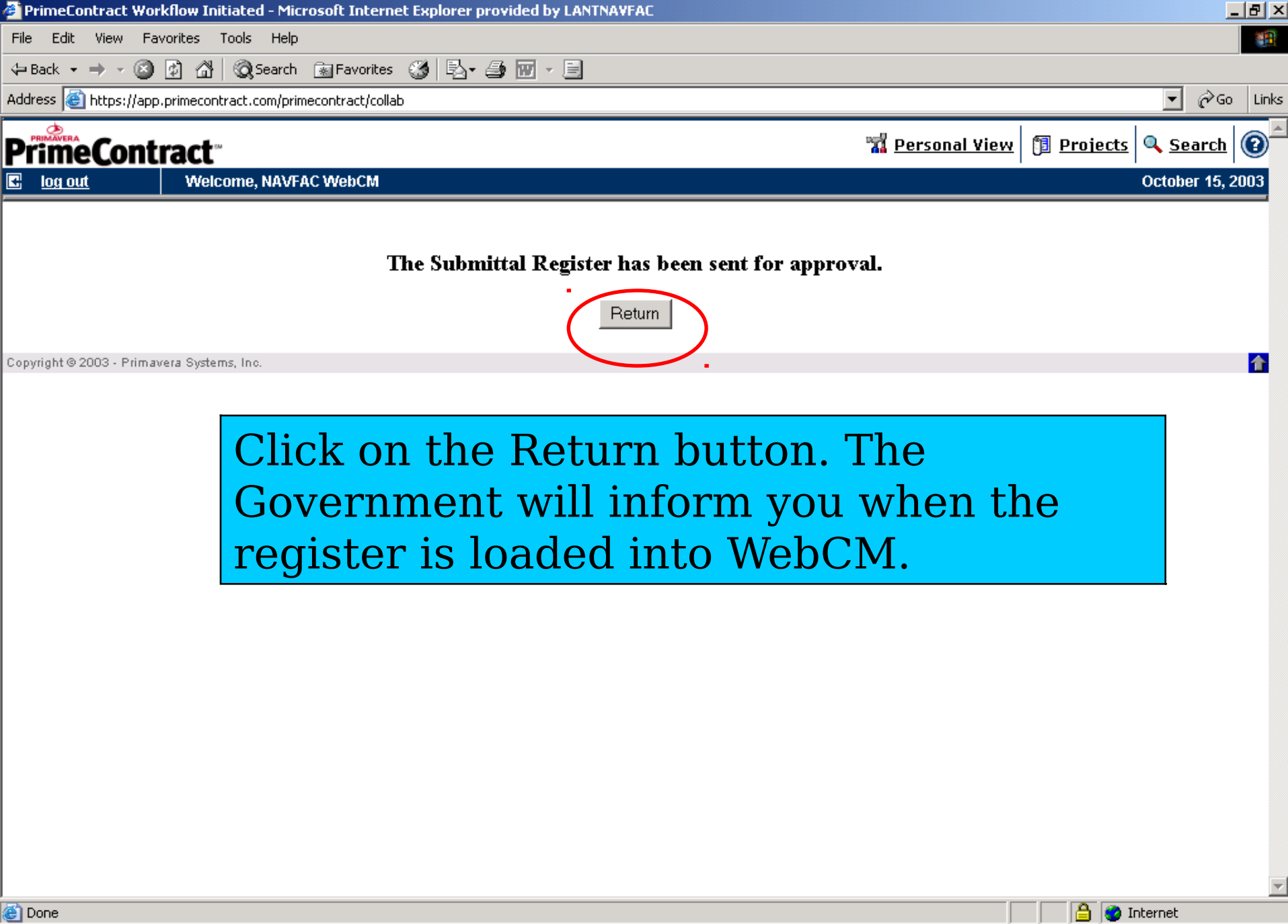
After you have finished adding the attachment, click one of the links on the left:

- Click **General** to return to the main screen.
- Click **Comments** to add any comments.

Once you have completed all sections, click the **Initiate** button on the left to send the submittal.

(1 item remaining) Downloading picture <https://app.primecontract.com/primecontractsupport/8space.gif>

Internet



Click on the Return button. The Government will inform you when the register is loaded into WebCM.

NAVFAC Internal Training Project 2 - Microsoft Internet Explorer provided by LANTNAVFAC

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print View Source

Address <https://app.primecontract.com/primecontract/collab?func=ll&objId=5070102&objAction=browse&sort=name> Go Links

PrimeContract [Personal View](#) [Projects](#) [Search](#) [?](#)

[log out](#) Welcome, NAVFAC WebCM October 15, 2003 [Configure](#)

Project Tree

Search [Advanced...](#)

[NAVFAC Internal Training Project 2](#)

[Reports](#)

[Project Summary](#)

Enterprise View > !NAVFAC Internal Training Project 2

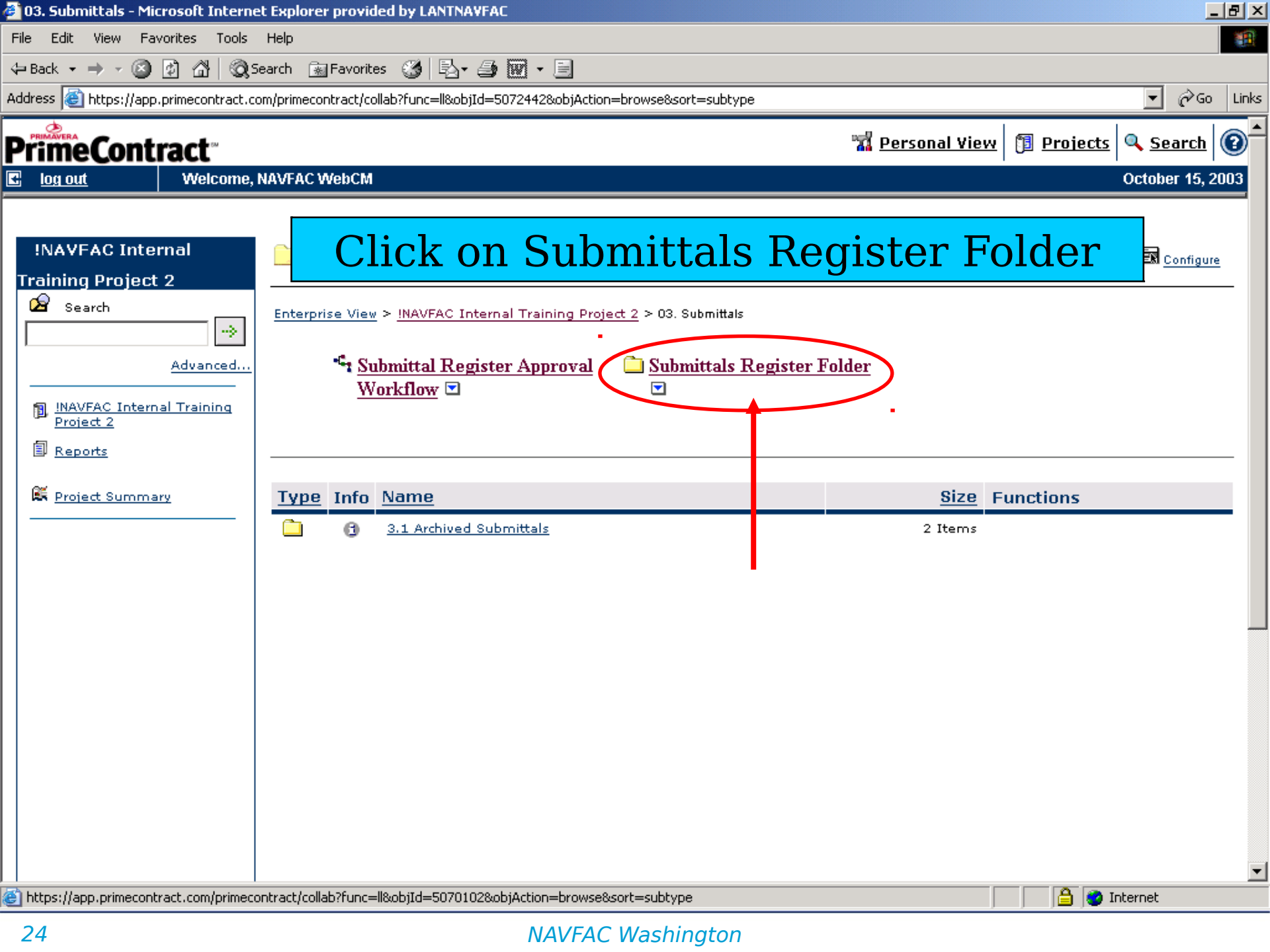
[NAVFAC Enterprise Folder](#)

[Add Files](#) | [Create a new folder](#)

Type	Info	Name	Size	Functions
Folder	i	01. Correspondence	7 Items	
Folder	i	02. Daily Reports	15 Items	
Folder	i	03. Submittals	3 Items	
Folder	i	04. Requests For Information	3 Items	
Folder	i	05. Invoices/Payrolls/Labor Interviews	16 Items	
Folder	i	06. Schedules	3 Items	
Folder	i	07. Safety/Environmental	4 Items	
Folder	i	08. Photos	5 Items	
Folder	i	10. Constructability Reviews	2 Items	
Folder	i	11. Commissioning	0 Items	
Folder	i	12. Closeout	3 Items	
Folder	i	13. Reports	3 Items	
Folder	i	14. Contract Items	5 Items	

Opening page <https://app.primecontract.com/primecontract/collab?func=ll&objId=5070102&objAction=browse&sort=name...> Internet

To begin the submittal process click on Submittals



Submittals Register Folder - Microsoft Internet Explorer provided by LANTNAVFAC

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print View Source

Address <https://app.primcontract.com/primecontract/collab?func=ll&objId=5072791&objAction=browse&sort=name> Go Links

PrimeContract Personal View Projects Search ?

log out Welcome, NAVFAC WebCM October 15, 2003

!NAVFAC Internal Training Project 2

Search

Advanced...

[!NAVFAC Internal Training Project 2](#)

[Reports](#)

[Project Summary](#)

Submittals Register Folder [Configure](#)

[Enterprise View](#) > [!NAVFAC Internal Training Project 2](#) > [03. Submittals](#) > Submittals Register Folder

Type	Info	Name	Size	Functions
		Import4288CSVa.csv	1 KB	Download
		sub_log_approved_csv version	62 KB	Download
		Submittal Register		

Click on Submittal Register

Done Internet

Submittal Register - Microsoft Internet Explorer provided by LANTNAVFAC

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://app.primecontract.com/app/processreport/submittalregisterpage?extorgid=3209024&extprojid=5070102> Go Links

PRIMAVERA

PrimeContract

log out

INAVFAC Internal Training Project 2

October 15, 2003

Enterprise View > INAVFAC Internal Training Project 2 > 03. Submittals > Submittals Register Folder > Submittal Register

Click on Initiate next to Subm # 1

Access Work flow	Submittal Information						Contractor Schedule Dates			Status			
	Subm #	Spec Section	Paragraph #	Description	CI	Activity ID	Submit By	Approval Needed By	Material Needed By	Date Submitted	Status Code	Date of Status	# of Resubs
initiate	1	01200N	1.3	Schedule of prices	G	1001	02-Jan-03	02-Feb-03	03-Feb-03		NR	15-Oct-03	0
initiate	2	01310N	1.3.1	List of contact personnel	G	1002	03-Jan-03	03-Feb-03	04-Feb-03		NR	15-Oct-03	0
initiate	3	01321N	1.5	Qualifications	G	1003	04-Jan-03	04-Feb-03	05-Feb-03		NR	15-Oct-03	0
initiate	4	01321N	1.6.2.6	Standard Activity Coding Dictionary		1004	05-Jan-03	05-Feb-03	06-Feb-03		NR	15-Oct-03	0
initiate	5	01321N	1.7.2	Network Analysis Schedule	G	1005	06-Jan-03	06-Feb-03	07-Feb-03		NR	15-Oct-03	0
initiate	6	01321N	1.7.4	Accepted Network Analysis Schedule	G	1006	07-Jan-03	07-Feb-03	08-Feb-03		NR	15-Oct-03	0
initiate	7	01321N	1.7.5	Monthly Network Analysis Updates	G	1007	08-Jan-03	08-Feb-03	09-Feb-03		NR	15-Oct-03	0
initiate	8	01321N	1.7.6	Summary Network	G	1008	09-Jan-03	09-Feb-03	10-Feb-03		NR	15-Oct-03	0
initiate	9	01321N	1.7.7	As-Built Schedule	G	1009	10-Jan-03	10-Feb-03	11-Feb-03		NR	15-Oct-03	0

<<First| <<Previous| 1 2 3 4 5 6 7 8 9 10 |Next>>| >>Last

https://app.primecontract.com/app/processreport/submittalregisterpage?extorgid=3209024&extprojid=5070102#

Internet

26

NAVFAC Washington

!NAVFAC Internal
Training Project 2
Submittal 1-

Checklist

Work Item Finished

[Overview](#) [General](#) [Attachments](#) ☐ [Comments](#) ☐ [Attributes](#) ☐

Initiate

Click on Attachments under Checklist



General

Before s
Work Item sections:**Attachments**

Attachments enables you to reference any documents related to this submittal item. To view, add, or modify attachments, click the **Attachments** link on the left.

Comments

Comments enables you to review or add relevant comments related to this submittal item. To review or add comments, click the **Comments** link on the left.

Attributes

Attributes enable you to cancel this submittal item. To cancel this submittal item, click the **Attributes** link on the left. If you are cancelling this because it is a **variation**, add a new item to the submittal register with a V classification.

After you complete each of these sections, click the **Initiate** button on the left.

Note: Instructions for all sections are listed below. If you need to come back to these instructions at any time, click the **Overview** link on the left. Instructions specific to each section also appear when you click the section links on the left. Use these links to navigate to each Work Item section.

[Attachments](#)

In this section, add any documents related to this submittal item from your local computer to PrimeContract.

To add a document from your local computer:

1. From the **Add New Item...** dropdown-list, select **Document**.
2. In the Name field, type a document a name.

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PRIMAVERA
PrimeContract™

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!NAVFAC Internal Training Project 2 Submittal 1-

Checklist

Work Item	Finished
Overview	
General	
Attachments	<input type="checkbox"/>
Comments	<input type="checkbox"/>
Attributes	<input type="checkbox"/>

Initiate

Attachments

Click [here](#) for Attachment instructions.

Add item from PrimeContract...

Attachm Add New Item...

Attach the submittal information

To add a document from your local computer:

1. From the **Add New Item...** dropdown-list, select **Document**.
2. In the Name field, type a document a name.
3. In the File field, click **Browse**.
4. Browse your hard drive for the document.
5. Click **Add Item**.

To add multiple files, you can repeat this process, or you can choose the **Add Multiple Files** option on the Add Files page to add a series of documents.

After you have finished adding the documents, click one of the links on the left:

- Click **General** to return to the main screen.
- Click **Comments** to add any comments.

Once you have completed all sections, click the **Initiate** button on the left to submit the submittal item to the reviewer.

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log out

INAVID Training Submission

Checklist

Work Item Finished

Overview

General

Attachments

Comments

Attributes

Initiate

Add item from PrimeContract...

Attachments Add New Item...

Type	Info	Name	Size	Functions
		List of Contractor personnel	19 KB	Download

In this section, add any documents related to this submittal item from your local computer to PrimeContract.

To add a document from your local computer:

1. From the **Add New Item...** dropdown-list, select **Document**.
2. In the Name field, type a document a name.
3. In the File field, click **Browse**.
4. Browse your hard drive for the document.
5. Click **Add Item**.

To add multiple files, you can repeat this process, or you can choose the **Add Multiple Files** option on the Add Files page to add a series of documents.

After you have finished adding the documents, click one of the links on the left:

- Click **General** to return to the main screen.
- Click **Comments** to add any comments.

Once you have completed all sections, click the **Initiate** button on the left to submit the submittal

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Your workflow has been successfully initiated.

Close

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Click on the Close button. Please note the Contractor only receives a task notice when a submittal is given a status Code of Revise and Resubmit.

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